

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
February 12, 2020**

**Convened at 5:30 p.m. in the Conference Room at 1101 Wheaton Ave, Millville NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President at 5:32 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by the Board President.
- IV. ROLL CALL
  - A. David Parkhill, President - PRESENT  
Jaclyn Haas-Benner, Vice President - PRESENT  
Dr. Valerie James-Kemp, Trustee - PRESENT  
Ellen Booz, Trustee - ABSENT  
Rick Grablow, Trustee - PRESENT
  - B. Also Present:
    1. CCCSN Executive Director - PRESENT  
CCCSN Deputy Director - PRESENT  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Matthew Ackiewicz, Principal - PRESENT  
Lisa Zuniga, Director of Human Resources – PRESENT  
Joseph Zlotek, Dean of Academic Affairs – PRESENT  
Thomas Ludwig, Dean of Students – PRESENT
- V. STUDENT PRESENTATIONS
  - Living wax museum
  - Black History Month
- VI. REVIEW OF AGENDA
  - A. Questions
- VII. OPEN TO PUBLIC
  1. The public may ask questions pertaining to agenda items only.
- VIII. ADJOURNMENT OF WORK SESSION
  - A. Motion by David Parkhill and second by Jaclyn Haas-Benner to adjourn the work session at 5:54 PM.
  - B. ROLL CALL  
David Parkhill – YES  
Jaclyn Haas-Benner – YES  
Dr. Valerie James-Kemp – YES  
Rick Grablow – YES  
**Motion passed on a unanimous Roll Call vote.**

IX. CALLED TO ORDER

A. Regular meeting called to order by the Board President at 5:55 PM.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

X. APPROVE MINUTES

A. Motion by Rick Grablow and second by Dr. Valerie James-Kemp to approve the Minutes of the Regular meeting held on January 8, 2020. (Backup M-1)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES (Abstained on all items related to CCCSN)

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

XI. OLD BUSINESS – None at this time.

XII. FINANCE

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #9 under Finance.

1. Recommend approval of line item transfers for the Month of January 2020. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2020. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A - 16.10(c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year which the board is now certifying. (Backup L-2)
3. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of January 2020. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
January 1, 2020 to January 31, 2020 - \$305,796.54
5. Recommend approval of the following payrolls (Backup L-5):  
January 15, 2020 - \$70,376.07  
January 31, 2020 - \$69,764.27
6. Approve the Board of Education Certification - pursuant to N.J.A.C. 6A:23A-16.10(c) 3, we certify that after review of the secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

7. Recommend to approve the expense reclassification report for January 2020. (Backup L-6)
8. Recommend to accept the year two funding of the US Department of Education Expansion Grant in the amount of \$100,000. The attached list of staff will be charged to the grant. (Backup L-7)
9. Recommend approval of the budget estimate from US Omni to provide Third Party Administrative Fees for the 403(b) Plan for the 2020-2021 renewal year in the amount of \$1,500.00. (Backup L-8)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES (Abstained on #4 regarding all items related to CCCSN)

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

XIII. PERSONNEL

- A. Motion by Jaclyn Haas-Benner and second by Rick Grablow to approve items #1 through #2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2019-20 school year as attached. (Backup PER-1)

2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

XIV. FACILITIES - See the Executive Director's Report.

XV. SCHOOL OPERATIONS

- A. Motion by Rick Grablow and second by Jaclyn Haas-Benner to approve items #1 through #2 under School Operations.

1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)

2. Recommend approval of the field trips as attached. (Backup SO-2)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

XVI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by David Parkhill and second by Rick Grablow to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN representative.

- Facilities
  - Visit from new owners
- Renewal – probation period
- 2020-2021 school year enrollment
- Finalizing budget

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Rick Grablow – YES

**Motion passed on a unanimous Roll Call vote.**

XVII. OPEN TO PUBLIC - Policy time limits will be implemented.

1. Yahaira Morales

801 N. 8<sup>th</sup> Street

Millville, NJ 08332

- Ms. Morales discussed sending a report to the New Jersey State Department.

XIX. ADJOURNMENT

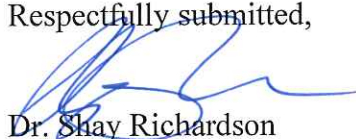
A. Motion by David Parkhill and second by Rick Grablow to adjourn the meeting at 6:14 PM.

B. ALL IN FAVOR

**Voice Vote – Four (4) AYES**

C. Next Meeting March 11, 2020

Respectfully submitted,



Dr. Shay Richardson

Business Administrator/Board Secretary